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NO CHANGE in Class. ☐

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15 October 1951

DDA Memo, 4 Apr 77

Auth: DDA MEMO 77741-2

Date: 1 May 78 By: TRC
MEMORANDUM FOR: AD/TRC

SUBJECT: Requirements for Interim Training Program

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1. An analysis of a staff paper submitted by [REDACTED] and a joint discussion among [REDACTED], [REDACTED], [REDACTED], has resulted in developing the following elements which require administrative support for an interim training program for new employees of [REDACTED] prior to their entry into formal training courses.

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a. Instructor personnel:

One (1) senior instructor designated as Chief Instructor.
Three (3) instructors.
One (1) training assistant.

b. Space requirements:

One (1) room adequate for the accommodation of 100 students.

Three (3) rooms adequate for the accommodation of 35 students.

Four (4) instructor offices suitable for interviewing purposes.

One (1) office for training assistant and files.

2. Site should be adjacent to a Government cafeteria or suitable restaurant facilities and should be located where physical security can be provided, equivalent to that now existent in CIA buildings.

3. Space should be adequately equipped for instructional purposes, containing desks, blackboards, portable projection equipment, safes, bookcases, and so forth.

4. Facilities described above should be provided to accommodate the entry of 100 students per month. It is anticipated that training will not be provided for individuals who will be in this training program for less than a week.

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